

ASSISTANT FINANCE DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise and coordinate the City's accounting operations and activities including budget, payroll, purchasing, business licenses, accounts receivable, accounts payable, general ledger, financial records maintenance and annual audit functions; to coordinate activities with other divisions, departments and outside agencies; and to provide a highly responsible and complex administrative support to the Finance Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director.

Exercises direct supervision over professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Direct, manage, supervise, coordinate and evaluate the work of staff responsible for the City's accounting operation including the functions of budget, payroll, purchasing, business licenses, accounts receivable, accounts payable, general ledger, the maintenance of City financial records and the annual audit.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of accounting methods and procedures; allocate resources accordingly.
4. Plan, direct, coordinate and review the work plan for accounting staff; assign work activities projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
7. Prepare, review and evaluate a variety of financial reports and statements including general ledger, bank reconciliation, budget variances, monthly and annual reports.
8. Develop and implement policies, procedures and controls to ensure compliance with laws, regulations, City policies and generally accepted accounting procedures; analyze fiscal transactions and records to ensure conformity and compliance with generally accepted accounting principles, procedures, practices and City codes and ordinances.

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Essential Functions:

9. Audit the financial records of departments; ensure records and other types of documentation are properly maintained; note all discrepancies and file reports and recommendations to correct them.
10. Review monthly journal entries; allocate investment earnings to funds; allocate other cost and expenses and review employee expense accounts.
11. Provide staff support to the Finance Director and the Finance Commission; provide accounting services to the joint ventures of the City; perform the duties of Finance Director in the absence of same.
12. Assist independent auditors with their annual review of financial records; prepare and provide support documentation and answer questions concerning financial records and accounting practices; ensure audits are completed in a timely manner.
13. Provide the financial information for and assist with the administration of special assessment district, issuance of municipal improvement bonds, tax and revenue anticipation notes and tax allocation bonds.
14. Install, operate and maintain computer information systems; plan and perform computer operating systems and applications software installation and maintenance.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of public agency accounting program including accounts payable and receivable, payroll, budget, general ledger and financial reporting.
Principles and practices of local government budgeting and financial administration.
Generally accepted accounting principles.
Rules, regulations, policies and procedures governing public agency accounting practices.
Methods and techniques of internal auditing and accounting.
Advanced mathematical principles and practices.
Computerized accounting and financial systems including spreadsheet software.
Principles and practices of budget preparation and administration.
Principles and practices of program development and administration.
Principles of supervision and performance evaluation.
Principles and procedures of financial record keeping and reporting.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Oversee and participate in a public agency accounting program.
Plan, supervise and direct the City's accounting operation.
Develop, analyze, interpret and explain financial policies and procedures.
Develop, revise, install and use manual and automated accounting and financial systems and procedures.
Prepare accurate and timely financial statements, reports and analyses.
Correlate and use a large volume of written and numerical data.
Oversee, direct and coordinate the work of lower level staff.

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Ability to:

Select, supervise, train and evaluate staff.
Participate in the development and administration of goals, objectives and procedures.
Prepare administrative budget.
Establish and maintain sound fiscal procedures and records.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in governmental accounting and auditing, including two years of administrative or supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting or a related field.